

**MICHIGAN DEPARTMENT OF LABOR  
& ECONOMIC GROWTH (DLEG)**

**MICHIGAN REGIONAL SKILLS ALLIANCE (MiRSA<sup>SM</sup>)  
NARRATIVE REPORTING INSTRUCTIONS**

October 1, 2005

1. A monthly narrative progress report will be submitted to:

Michigan Department of Labor and Economic Growth  
Attn: Bureau Director, Bureau of Workforce Programs  
5<sup>th</sup> Floor Victor Office Center  
201 North Washington Square  
Lansing, Michigan 48913

2. Reports are due no later than the 20<sup>th</sup> calendar day after the end of the month being reported on (November 20, December 20, January 20, etc.). In situations where the 20<sup>th</sup> calendar day falls on a weekend or legal holiday, the monthly reports must be submitted no later than the last business day prior to the 20<sup>th</sup> calendar day after the end of the report period. In order to meet the fiscal deadlines established in the State of Michigan's year-end closing process, for the month ending September 30, the report is due on October 7.
3. At minimum, the monthly narrative report should contain:
  - Objectives, goals, and outcomes as identified in the application;
  - Progress made during the month toward achieving the objectives, goals and outcomes; and
  - Comments, if applicable. Comments should include any unexpected barriers or obstacles encountered during the month.
4. Attachments to the narrative report should include:
  - An agenda of MiRSA meetings that were conducted during the month;
  - Copies of the MiRSA meeting minutes;
  - Articles and publications resulting from work performed by the MiRSA; and
  - Any other information related to the MiRSA, if applicable.
5. MiRSA Profile should include any additional cash or in-kind contributions or new member partners added during the month.

# MiRSA<sup>SM</sup> Monthly Status Report and Profile – Year 1

**MiRSA Name:** \_\_\_\_\_

Month Ending \_\_\_\_\_

[illegible]

## MiRSA Profile

MiRSA Name: \_\_\_\_\_ Industry Sector: \_\_\_\_\_

Region Covered: \_\_\_\_\_

MiRSA Synopsis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employer Cash/In-Kind Match Contributions:

Initial Funding Pledged: \$\_\_\_\_\_

Additional Funds Pledged During Month: \$\_\_\_\_\_

Total Funding Contributed to Date: \$\_\_\_\_\_

### Other Partner Cash/In-Kind Support Contributions:

Initial Funding Pledged: \$\_\_\_\_\_

Additional Funds Pledged During Month: \$\_\_\_\_\_

Total Funding Contributed to Date: \$\_\_\_\_\_

### **Industry Focus Areas:**

- ☐ Skills development for existing workers (currently employed)
- ☐ Skills development for new workers (entering employment)
- ☐ Skills development for existing and new workers
- ☐ Industry and company-wide process / quality improvement
- ☐ Other (Specify) \_\_\_\_\_

New Employer Partners Added During the Month:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Other Partners Added During the Month:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

BWP-324 (8/05)

New Education Partners Added During the Month:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

# MiRSA<sup>SM</sup> Monthly Status Report and Profile – Year 2

**MiRSA Name:** \_\_\_\_\_

Month Ending                     [illegible]

## MiRSA Profile

MiRSA Name: \_\_\_\_\_ Industry Sector: \_\_\_\_\_

Region Covered: \_\_\_\_\_

MiRSA Synopsis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employer Cash/In-Kind Match Contributions:

Initial Funding Pledged: \$\_\_\_\_\_

Additional Funds Pledged During Month: \$\_\_\_\_\_

Total Funding Contributed to Date: \$\_\_\_\_\_

### Other Partner Cash/In-Kind Support Contributions:

Initial Funding Pledged: \$\_\_\_\_\_

Additional Funds Pledged During Month: \$\_\_\_\_\_

Total Funding Contributed to Date: \$\_\_\_\_\_

### **Industry Focus Areas:**

- ☐ Skills development for existing workers (currently employed)
- ☐ Skills development for new workers (entering employment)
- ☐ Skills development for existing and new workers
- ☐ Industry and company-wide process / quality improvement
- ☐ Other (Specify) \_\_\_\_\_

New Employer Partners Added During the Month:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Other Partners Added During the Month:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

New Education Partners Added During the Month:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

# MiRSA<sup>SM</sup> Monthly Status Report and Profile – Year 3

**MiRSA Name:** \_\_\_\_\_

Month Ending \_\_\_\_\_

[illegible]



## MiRSA Profile

MiRSA Name: \_\_\_\_\_ Industry Sector: \_\_\_\_\_

Region Covered: \_\_\_\_\_

MiRSA Synopsis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employer Cash/In-Kind Match Contributions:

Initial Funding Pledged: \$\_\_\_\_\_

Additional Funds Pledged During Month: \$\_\_\_\_\_

Total Funding Contributed to Date: \$\_\_\_\_\_

### Other Partner Cash/In-Kind Support Contributions:

Initial Funding Pledged: \$\_\_\_\_\_

Additional Funds Pledged During Month: \$\_\_\_\_\_

Total Funding Contributed to Date: \$\_\_\_\_\_

### **Industry Focus Areas:**

- ☐ Skills development for existing workers (currently employed)
- ☐ Skills development for new workers (entering employment)
- ☐ Skills development for existing and new workers
- ☐ Industry and company-wide process / quality improvement
- ☐ Other (Specify) \_\_\_\_\_

New Employer Partners Added During the Month:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Other Partners Added During the Month:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

New Education Partners Added During the Month:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_